

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 20, 2020
11:00 A.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Diane Longo, Marguerite Barone, Susan Tychnowicz, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The meeting was called to order at 11:08 a.m.

The meeting began with the salute to the flag.

Sachem Public Library held a moment of silence for Library Trustee, Dennis Flavin.

The Board adopted the Agenda. (Barone, Tychnowicz; unanimous)

Robert Winowitch informed the trustees that he would not be available for the July 20,2020 Board meeting and was formally excused.

Public Participation: None

The Board accepted the Trustee Election results. (Barone, Tychnowicz; unanimous). The candidate with the highest number of votes will fill the 5-year term July 1, 2020 - June 30, 2025. The candidate with the next highest number of votes will fill the vacancy term from July 1, 2020 - June 30, 2024. The Board congratulated Diane Longo on her re-election as Library Trustee. The vote results were 7513. The Board congratulated Susan Tychnowicz election as Library Trustee. The vote results were 6831.

Diane Longo was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2020 to June 30, 2025.

Susan Tychnowicz was sworn in at an earlier date as an elected trustee for a four-year term from July 1, 2020 to June 30, 2024.

The rotation of officers was recognized with Diane Longo named as President for the period of July 1, 2020 to June 30, 2021 and Marguerite Barone named as Vice President for the period of July 1, 2020 to June 30, 2021.

The floor opened for nominations for the position of Secretary.

Diane Longo made a motion to nominate Susan Tychnowicz for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2020 to June 30, 2021. Marguerite Barone seconded the motion. Motion carried unanimously.

Minutes

The minutes of the Regular Board meeting of June 15, 2020 were approved. (Tychnowicz, Longo; unanimous)

The minutes of the Executive Session of the June 15, 2020 Board meeting were approved. (Tychnowicz, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2020 in the amount of \$523,562.88 was approved. (Barone, Tychnowicz, unanimous)

Warrant #41 dated June 11, 2020 in the amount of \$21,373.31 was approved. (Barone, Tychnowicz, unanimous)

Warrant #42 dated June 25, 2020 in the amount of \$138,707.50 was approved. (Longo, Barone; unanimous)

Payroll Summary

The June 2020 Payroll Summary was approved. (Barone, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for June 2020 in the amount of \$6,867,571.54 was approved. (Barone, Longo; unanimous)

Schedule of Bills

Trustee, Diane Longo, reviewed the July 20, 2020 Schedule of Bills before being presented to the Board for their approval.

The July 20, 2020 Schedule of Bills, warrant #2 in the amount of \$588,100.97 was approved. (Barone, Tychnowicz; unanimous) The group discussed the purchases of the summer reading club gift certificates and the various payments for the construction projects.

Administrator's Reports

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey reported to the Board that "onsachem.com" wished Sachem Public Library good luck with the first day of reopening. There has been a steady flow of business on the first day of the reopening. She also reported she received a large jug of sanitizer and two bags of cloth masks from local politicians. There has been interest in a "Meet the Candidate Day" for October. Ms. McCahey stated she hopes the library can accommodate large venues in the near future. Ms. McCahey stated she is proud of staff and their ability to work together. The remainder of this week staff will work at 50% then will begin to work at 100% starting the week of July 27th. Tend Coffee will be operating with limited hours beginning July 27th. The Studio department is leading the way with the Technology Information Group to become a touchless makerspace. They will share their

knowledge with other libraries. The Community Engagement department shifted their gears from their involvement with the school district to assisting with curbside pickup and delivering materials. Technical Services have caught up on receiving and processing materials. Ms. McCahey thanked the Board for their support throughout this unforeseen time.

Mrs. Stroh reported to the Board that Library Market is fully launched and operating. Live Chat had 550 question since the month of April. Mrs. Stroh thanked the Board for approving to eliminate library fines. The feedback from community members have been positive especially since the returns need to be quarantined. Mrs. Stroh informed the Board that there are sanitizing stations and distance markers throughout the building and the maximum number of visitors at one time is limited to 100.

Library Statistics

The Board reviewed all the library statistics with interest. The Board requested to add Flipster to report and show the previous year's statistics.

SCLS Board Report

Mrs. Barone reported to the Board that SCLS had a few meetings but none of them have been in person. The PDLA Fundraiser date has been set for Thursday, September 24, 2020. SCLS added one more sick leave day for employees. The SCLS van has been overloaded and needs to limit the amount of materials being transported. There have been approximately 14 staff members in the building. Most staff members work 3-4 days in the office. Everyone is back except the part time staff which were laid off. SCLS offered a retirement incentive. One person took the incentive. State aide has not been received and there is no indication on when it will be received. Overdrive increased to 61,000. PALS has reopened. Central Islip has a new director. SCLS helped with the canvassing of protentional candidates for the vacant position. SCLS has a been working on their Safety Plan. Some libraries have staff members use a contact tracing app to track the Corona virus. All member libraries budgets have passed and all trustee elections went well.

Old Business

The Board Reviewed the Bylaws of Sachem Public Library.

New Business

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Hamburger, Maxson, Yaffe & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$245.00 per hour. (Barone, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2020/2021 at a fee not to exceed \$16,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the appointment of Janet Fernandez, CPA, as Internal Auditor for 2020/2021 at an annual cost of \$18,500. (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as Library Treasurer at the rate of \$400.00 per month. (Longo, Barone; unanimous)

On the Director's recommendation, the Board approved the designation of The Bridgehampton National Bank, 2200 Montauk Highway/PO box 3005, Bridgehampton, NY 11932 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Barone, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) The Bridgehampton National Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) The Bank of New York (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Barone, Tychnowicz; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Robert Winowitch and Marguerite Barone as authorized signers for the 2020/2021 fiscal year. (Longo, Tychnowicz; unanimous)

On the Director's recommends the appointment of Neely McCahey as records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. (Longo, Barone; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review and (2) Suffolk County News. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Virginia Pfeifer as Innovative Coordinators each receiving a \$1,000.00 stipend. (Barone, Tychnowicz; unanimous)

The Board approved the designated Bills Paid out of Schedule for 2020/2021. (Longo, Tychnowicz; unanimous)

The Board approved for 2020/2021 payment to the Long Island Railroad be paid with payroll. (Longo, Barone; unanimous)

The Board reviewed the Organizational Chart.

The next Board Meeting will be held on Monday, August 17, 2020.

Executive Session

The Board adjourned into Executive Session at 12:15 p.m. to discuss collective bargaining negotiations. (Longo, Tychnowicz; unanimous)

Regular Session resumed at 12:37 p.m.

The Personnel Report was approved. (Barone, Tychnowicz; unanimous)

Adjournment

The meeting adjourned at 12:41 p.m. (Longo, Barone; unanimous)

Respectfully submitted,

Susan Tychnowicz